***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Manager, Health Program**

Job Family: Program Management Sub Family: Business Operations

**Job Summary:**

Manages one or more patient care, clinical research, or community outreach programs of substantive size and budget. Coordinates the daily activities and staff functions. Sets goals and creates tactics to achieve program objectives. Hires and trains staff as needed (required to use this job).

**Essential Functions:**

* Plans and coordinates daily activities of a health program, including developing protocols of service related to patient, subject, and community contact.
* Where the research component is present, collaborates with research staff to develop protocols and insure their timely implementation. Evaluates program results and adjusts methods accordingly.
* Supervises, trains, schedules, and evaluates professional, research, clinic, and/or clerical staff. (require for this job)
* Oversees record keeping, data collection, management, and analysis. Prepares and presents program reports.
* Coordinates and assists in training programs for volunteers, professionals and/or the community.
* Identifies and pursues outside funding sources. Researches grants and participates in grant writing.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in a health related field.

Experience: Four (4) years experience program planning and coordination experience in a related field

Supervisory: Two (2) years of direct supervision.

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1432F

SOC Code: 119199 IPEDS: Management

EEO6 Code: Professional State Code: 9754804

USM eCode: E2314J AAP Code: 3C